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PAPER WAGE REPORTS

Guidelines For Paper Reports

An optical character recognition (OCR) system is used to read information on the tax and wage reports. Optical scanning reads typed and computer printed data and electronically converts it for computer processing. This system eliminates clerical key entry and is therefore very cost effective and accurate. The OCR can process reports at less than half the cost of clerical data entry.

Report In Specified Format

Submit wage reports on the preprinted forms provided or in the print format specified by the format guide on 8-1/2" x 11" white bond paper. **Return the original forms, not photocopies.** Please do not attempt to duplicate our forms. If you need our forms, call us at (608) 266-0353; email your request to wagenet@dwd.state.wi.us; or write us at DWD - UI Wage Reporting, P.O. Box 7962, Madison, WI 53707; we supply forms free of charge.

Type Or Computer Print

Type or computer print all paper reports (letter quality, no dot matrix please) to ensure readability by the optical scanner (OCR). The OCR reads data, which has been typed or printed in **black ink** on 8-1/2" x 11" white bond paper with:

- Font = OCR-A or OCR-B
- 6 lines per inch
- 10 characters per inch
- Double spacing (one employee per line)
- First Name field = 8 characters or less
- Last Name field = 10 characters or less

Report Social Security Number, Name and Total Gross Wages Paid

Report the social security number, name and total gross wages paid each employee for that quarter. Since Wage Reporting files are accessed by social security number, it is crucial that the number reported be accurate.

Printing Information By Hand

The OCR equipment is able to read computer printed or typewritten information ONLY. All hand written documents must be manually keyed into the computer system. If a typewriter is not available and the report must be completed by hand, PLEASE PRINT ALL INFORMATION WITH BLACK INK.

DO NOT STAPLE FORMS

If you are unable to conform to the above specifications and have access to the Internet, you can file your quarterly Tax and Wage Report and make your payment via Electronic Fund Transfer (EFT) on the Internet. The Internet address is <http://uigtwrs.dwd.state.wi.us>.

Preprinted Forms

Preprinted forms are designed for employers who consistently employ less than 100 employees.

A preprinted wage report form will be mailed to employers with the tax report at the end of each quarter. The wage report form will contain preprinted information, including the social security number and name of each employee as reported by the employer in the prior quarter. You must:

1. Complete wage information for employees shown;
2. Add SOCIAL SECURITY number, name, and wages for newly hired employees;
3. Leave the wage entry blank if an employee received no wage for the quarter; and
4. Complete the tax portion of the report.

For employers with less than 10 employees, the tax report and wage report are printed on a single page. For employers with 10 to 99 employees, the tax report is one page and separate preprinted wage reports are attached. An extra wage report form is also supplied to add new employees.

Samples of forms follow. Our forms are available free of charge. **Photocopies of forms cannot be used.** Please do not attempt to duplicate our forms.

SPECIAL NOTE; TO REQUEST FORMS: Call: (608) 266-0353;

Email: wagenet@dwd.state.wi.us

Or Write: DWD - UI Wage Reporting
P. O. Box 7962
Madison, WI 53707

WE SUPPLY FORMS FREE OF CHARGE

Corrections to Preprinted Information of Wage Reporting Forms

The preprinted forms contain a preprinted list of employee names and social security numbers. If a name and/or social security number is in error:

1. Enter an "X" in the CHANGE box.
2. Draw a diagonal line through each incorrect number and/or letter.
3. Enter the correct data above the incorrect data.

Change	Social Security No.	Last Name	First Name
X	00 123456789	S Ømith	John

Form Number UC-101A, Quarterly Tax/Wage Report

This preprinted form is a combination tax/wage report for employers with less than 10 employees who were PAID within the calendar quarter and for quarterly reporting of taxable wages.

If you are currently reporting with paper forms and have access to the Internet you can file via the Internet. Check out our web page at <http://uiqtwrs.dwd.state.us>.

INSTRUCTIONS FOR COMPLETION

See Section 2, Part 4 for information regarding the tax portion of the report.
Complete the wage-reporting portion as follows:

Covered wages in item 8 of the tax report **MUST** equal the total gross wages reported for all employees on the wage report.

If employee data is preprinted, enter the total gross wages paid in the quarter for each employee. If employee name and social security numbers are not preprinted or you want to add new employees, enter information in line with the example printed on the form. Enter social security number, name (last name, first name) and the total gross wages paid in the quarter.

If an employee listed was not paid during the quarter, leave the wage field blank. The employee's name and social security number will not appear on the next quarter's report.

Correct preprinted data by placing an 'X' in the CHANGE box, drawing a line through the incorrect character and entering correct information directly above.

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Or Write: DWD - UI Wage Reporting
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Madison, WI 53707

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QUARTERLY CONTRIBUTION/WAGE REPORT

PLEASE TYPE THIS REPORT INSTRUCTIONS ON REVERSE SIDE

1. U.I. ACCOUNT NUMBER 2. QUARTER YEAR

18. INTERNET ACCESS NUMBER

<http://uiqtwns.dwd.state.wi.us>

3. REPORT AND PAYMENT DUE DATE

4. FEIN

5. EMPLOYER TELEPHONE NO.

6. EMPLOYER NAME AND ADDRESS

18. DO ANY OF YOUR EMPLOYEES HAVE ACCESS TO A HEALTH INSURANCE PLAN SPONSORED BY YOU, A UNION, OR A TRADE/PROFESSIONAL ASSOCIATION?

YES NO

ITEM 7. MUST BE COMPLETED

7. MONTHLY DATA SHOULD COUNT ALL FULL-TIME AND PART-TIME WORKERS IN COVERED EMPLOYMENT THAT WORKED DURING OR RECEIVED PAY FOR THE PAYROLL PERIOD WHICH INCLUDES THE 12TH OF THE MONTH. IF NONE, ENTER -0-.

1ST MONTH-	2ND MONTH-	3RD MONTH-
8. TOTAL COVERED WAGES Employee wage detail MUST be completed below		
9. LESS EXCLUSIONS FOR WAGES OVER \$10,500		
10. DEFINED (TAXABLE) PAYROLL Item 8 minus Item 9 THIS LINE MUST BE COMPLETED		
11. Multiply Item 10 by:		
12. TAX DUE		
13. IF FILED AFTER DUE DATE, ADD INTEREST OF 1% PER MONTH OF ITEM 12, above.		
14. IF WAGE RPT. (Form UC-7823) FILED AFTER DUE DATE, ADD LATE FILING FEE. (See reverse side)		
15. LESS ELECTRONIC FUND TRANSFER (EFT) PAYMENT		
16. LESS CREDIT AVAILABLE as of		
17. TOTAL AMOUNT ENCLOSED WITH THIS REPORT		

RETURN THIS FORM AND ANY PAYMENT DUE, MAKE CHECK OR MONEY ORDER PAYABLE TO DIVISION OF UNEMPLOYMENT INSURANCE. FOR INFORMATION CALL (800)281-8788

19. LINE NUMBER	20. CHANGE	21. EMPLOYEE'S SOCIAL SECURITY NUMBER	22. EMPLOYEE'S LAST NAME	23. EMPLOYEE'S FIRST NAME	24. EMPLOYEE'S QUARTERLY WAGES DOLLARS CENTS
1. *		123456789	SAMPLE	NAME	XXXXXXXX-XX
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

EXAMPLE ONLY
DO NOT REPRODUCE THIS FORM
Actual Form has a Special Background
Form can be Supplied FREE of Charge
Contact:
Telephone: (608) 266-0353
E-Mail: wagenet@dwd.state.wi.us

25. I CERTIFY THE TAX AND WAGE REPORTS ARE CORRECT.

SIGNATURE

TITLE

DATE

25. TOTAL WAGES

(Must agree with Item 8 above)

Form UC-7823 - Quarterly Wage Report

This preprinted form is used for employers with more than ten employees to report all employees paid within the calendar quarter. One extra sheet is provided each quarter to report new employees.

If you are currently reporting with paper forms and have access to the Internet you can file via the Internet. Check out our web page at <http://uiqtwrs.dwd.state.wi.us>.

INSTRUCTIONS FOR COMPLETION

If employee data is preprinted, enter the total gross wages paid each employee in the quarter. If employee social security numbers and names are not preprinted or you want to add a new employee, enter the information in line with the example printed on the form. Enter social security number, name (last name, first name) and the total gross wage paid in the quarter.

If an employee listed was not paid during the quarter, leave the wage field blank. The employee's name and social security number will not appear on the next quarter's report.

Correct preprinted data placing an 'X' in the CHANGE box, drawing a line through the incorrect character and entering correct information directly above.

SPECIAL NOTE; TO REQUEST FORMS: Call: (608) 266-0353

Email: wagenet@dwd.state.wi.us

Or Write: DWD - UI Wage Reporting
P. O. Box 7962
Madison, WI 53707

WE SUPPLY FORMS FREE OF CHARGE

Form UC-7827 – Pin Feed Wage Report

This report is a continuous pin-feed form designed for use with tractor-feed printers. However, DWD no longer encourages the use of this form because most tractor-feed printers produce dot-matrix print, which cannot be read by the OCR Scanner that we use to process these reports.

If dot matrix is the only style of printer available to you, we would prefer that you use one of our electronic reporting formats, or file reports on-line using our Internet application. For more information on Internet reporting visit our website at <http://uigtwrs.dwd.state.wi.us>.

INSTRUCTIONS FOR COMPLETION:

Align information under the preprinted example shown on line 1 of the form. Center all information inside the boxes. Exact print positions are the same as form UC-7823.

The employee LAST NAME cannot exceed 10 characters.

The employee FIRST NAME cannot exceed 8 characters.

Other reporting options using the same print report format are:

1. Use blank forms UC-7823 in your laser or ink-jet printer.
2. Rather than printing your wage report on pinfeed forms, route your print data to a file and either copy the file to a diskette and mail it to us, or dial up our bulleting board system and transmit your data file electronically via modem.
3. You can file your quarterly Tax Report, UCT-101, and make your payment via Electronic Fund Transfer (EFT) via the Internet at <http://uigtwrs.dwd.state.wi.us>.

TO REQUEST FORMS: Call: (608) 266-0353

 Email: wagenet@dwd.state.wi.us

Or Write: DWD – UI Wage Reporting
 P. O. Box 7962
 Madison, WI 53707

WE SUPPLY FORMS FREE OF CHARGE

QUARTERLY WAGE REPORT

Required Under Chapter 108, Wis. Stats.

04

Wisconsin Department of Industry, Labor
and Human Relations
Unemployment Compensation Division

(608) 266-6877

1. U.C. ACCT. NUMBER		2. QTR.	3. YEAR			
4. REPORT DUE DATE		5. FEIN	6. EMPLOYER NAME			
PLEASE TYPE ALL ENTRIES			PLEASE TYPE ALL ENTRIES		PLEASE TYPE ALL ENTRIES	
7. LINE NUMBER	8. OFFICE USE	9. EMPLOYEE'S SOCIAL SECURITY NUMBER	10. EMPLOYEE'S LAST NAME	11. EMPLOYEE'S FIRST NAME	12. EMPLOYEE'S QUARTERLY WAGES	
					DOLLARS	CENTS
1.		123456789	SAMPLE	NAME	XXXXXXXX.XX	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
13. TOTAL WAGES ALL PAGES (Must agree with item 8 on Contribution Report)			14. TOTAL WAGES THIS PAGE			

EXAMPLE ONLY**DO NOT REPRODUCE THIS FORM**

Actual Form has a Special Background
Form can be Supplied FREE of Charge

Contact:

Telephone: (608) 266-0353

E-Mail: wagenet@dwd.state.wi.us

04

UC-7827 (R. 10/93)
(XL U00045)

15. PAGE ____ OF ____

Desktop Printer Wage Reports

Wage Reports may also be created on plain white paper using a standard desktop laser or ink-jet printer. A sample of this type of report is shown on the following page. Note that the report displays the same data as the UC-7823 and UC-7827 forms, but does not contain any field labels or column headings.

With this wage reporting option, you must also complete a separate Quarterly Contribution Tax Report. For an example and instructions on form UCT-101 See Section 2, Part 4.

INSTRUCTIONS FOR COMPLETION:

The report should be printed on 8½" x 11" white bond paper. The first two lines of the report contain **header** information, which consists of your 10-digit **UI Account Number**, the **Quarter/Year**, **Quarterly Due Date**, your **Federal Employer Identification Number**, and the employer's **Legal Name**.

The remainder of the report displays **Wage Detail** information presented in four separate columns: **Social Security Number**, **Employee Last Name** (up to 10 characters), **Employee First Name** (up to 8 characters), and **Quarterly Wage**. The first line of **Wage Detail** should be printed at least 2 inches below the top edge of the page. Up to 23 lines of **Wage Detail** may be printed on a single page, double spaced. Additional pages of **Wage Detail** may be created if you have more than 23 employees to report.

The last line on the report shows the **Page Total**, which is the total of all wages paid to employees listed on that page.

In order to be read by our OCR scanner, you must use a letter quality printer. **Please do not use Dot Matrix printing** as it is unreadable by our OCR scanner and must be manually key entered. OCR-A font is preferred, with a 12 point font size.

Other reporting options using the same print report format are:

1. File on-line using QTWRS, our Internet reporting application <http://uiqtwrs.dwd.state.wi.us>. You can mail a check with your coupon or you can EFT (Electronic Fund Transfer) your quarterly UI Taxes. See Section 2 Tax- Part 4 – Account Reporting (J) or Call 608-261-6700.
2. Use blank forms UC-7823 in your laser printer

QUARTERLY WAGE REPORT
Required Under Chapter 108, Wis. Stats.

Wisconsin Department of Workforce Development
Division of Unemployment Insurance
(608) 266-6877

1. U.C. ACCOUNT NUMBER		2. QUARTER	3. YEAR
4. REPORT DUE DATE		5. FEIN	6. EMPLOYER NAME

PLEASE TYPE ALL ENTRIES		PLEASE TYPE ALL ENTRIES		PLEASE TYPE ALL ENTRIES	
7. LINE NUMBER	8. CHANGE	9. EMPLOYEE'S SOCIAL SECURITY NUMBER	10. EMPLOYEE'S LAST NAME	11. EMPLOYEE'S FIRST NAME	12. EMPLOYEE'S QUARTERLY WAGES DOLLARS. CENTS.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
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14.					
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20.					
21.					
22.					
23.					

EXAMPLE ONLY
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E-Mail: wagenet@dwd.state.wi.us

13. TOTAL WAGES ALL PAGES (Must agree with item 8 on Contribution Rpt. (UCT-101))	14. TOTAL WAGES THIS PAGE
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15. PAGE ____ OF ____